MBARS
EPP Training Manual

Office of Budget and Program Planning
February 19 – 22, 2002

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Logging on to MBARS

- ✓ MBARS is accessed through Citrix in the same manner as accessing SABHRS. If you need access to Citrix, contact your agency IT staff. If you need MBARS access established or existing access changed, contact your agency security officer.
- ✓ If you are having technical difficulties or need a password reset, contact the MBARS Helpdesk (x2000 – press 3 – then press 4)

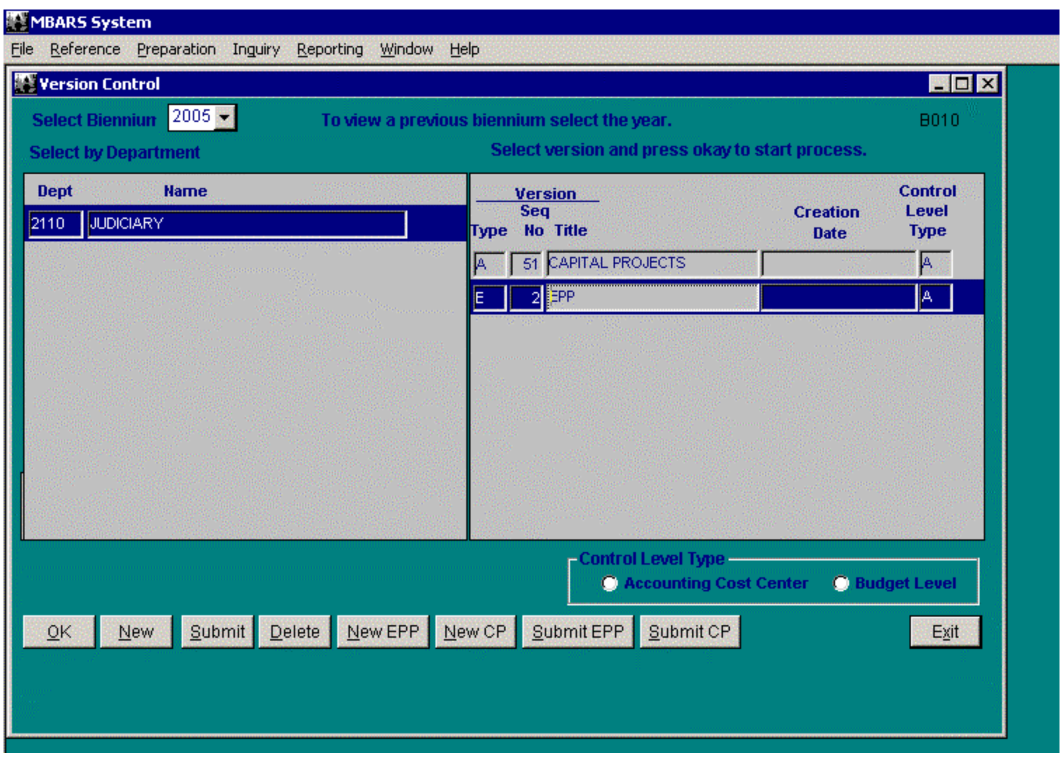
To logon to MBARS:

- ➢ Enter your User ID and Password. Click the OK button.
- ➢ To change your password, click on File/Change Password. ** Note that password requirements have changed. See Winter 2002 MBARS Newsletter for a list of the changes.**

Select a Budget Version:

The Version Control screen allows a user to select the data they want to view or work on in all subsequent screens.

- ➢ Select File on the Main Menu option bar.
- ➢ Click on Version Control. The Version Control screen will appear.

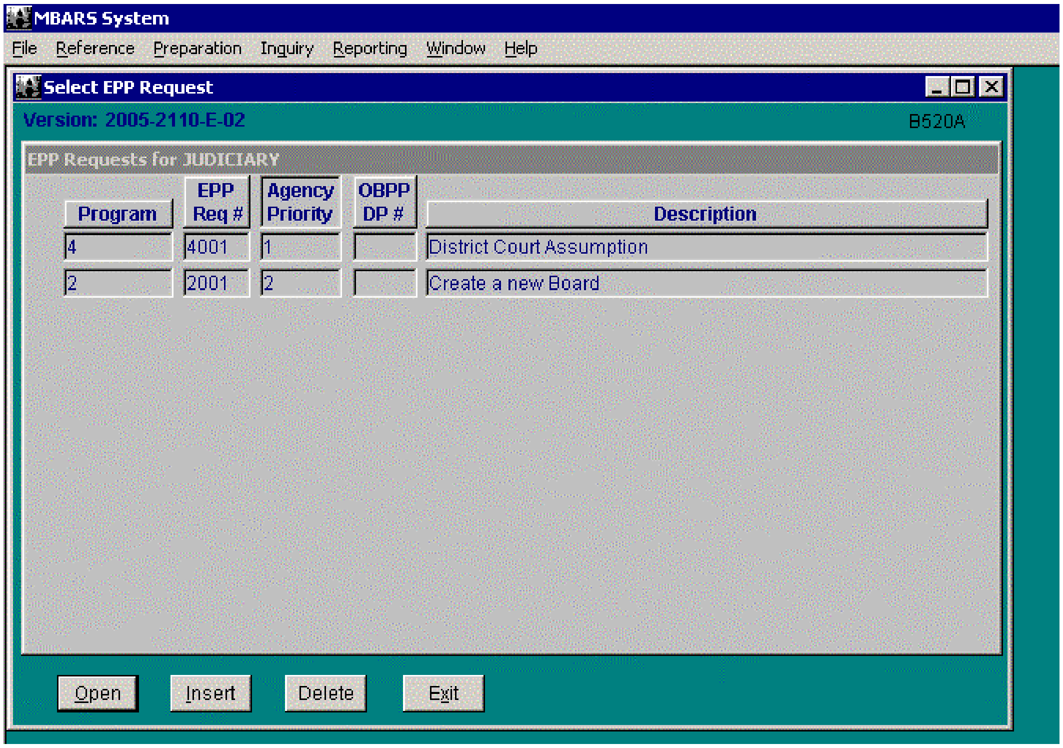


- ➢ The biennium defaults to the current biennium. If you wish to view a previous biennium, select it from the "Select Biennium" drop down list.
- ➢ Select the **E02** version for your agency by either double clicking or clicking once on the version and clicking OK on the right hand portion of the screen (E01 for MUS).

Go to the EPP Main Screen

- PATH: Preparation/Capital Projects and EPP/EPP

The Main EPP screen allows the user to select an EPP item or insert a new request.

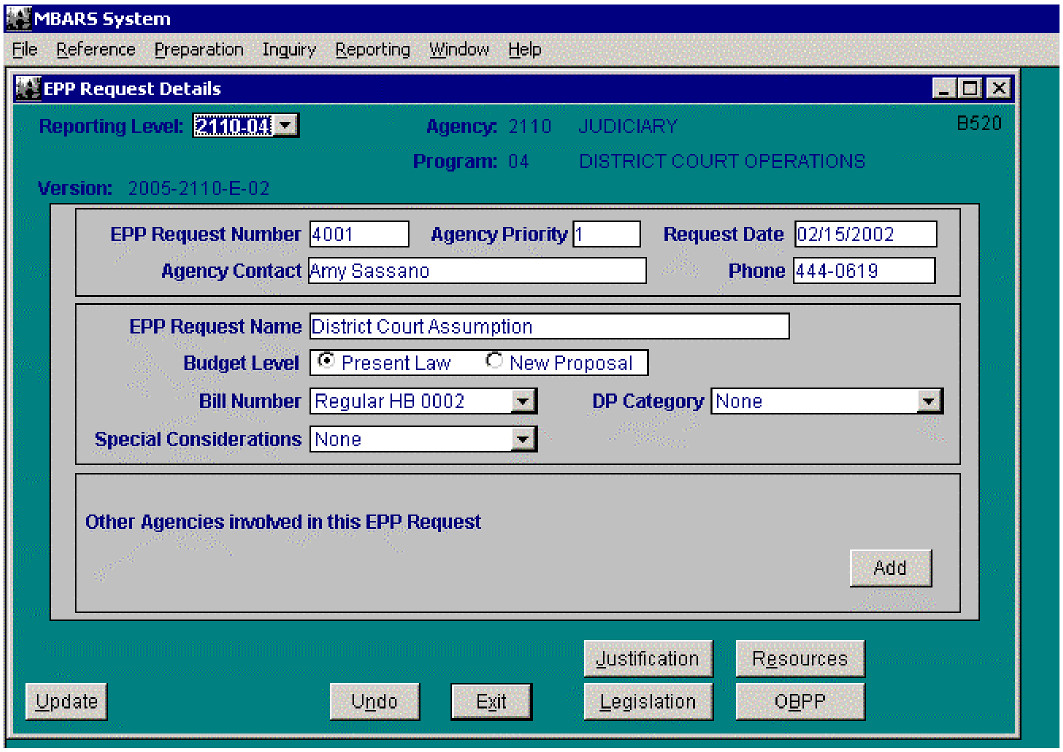


- The EPP Request Details screen will appear.
  - ✓ **To open** an existing request, highlight the request and click the Open button at the bottom of the screen or double click on the request. Once you have established an EPP Request, the identifying information will appear at the top of each subsequent screen.
  - ✓ **To create** a new EPP item, click on insert. The system will automatically go to the Request Details screen.
  - ✓ By clicking on any of the column headings, you can sort the list. A single click will sort the data into ascending sequence. A double click will sort the data into descending sequence.

EPP Request Details Screen

The EPP request screen captures descriptive information to begin the task of building an EPP request.

- Click on the Reporting Level Box to assign the EPP request to a program (RL 2).
  - ✓ Select the appropriate program reporting level from the drop down list.



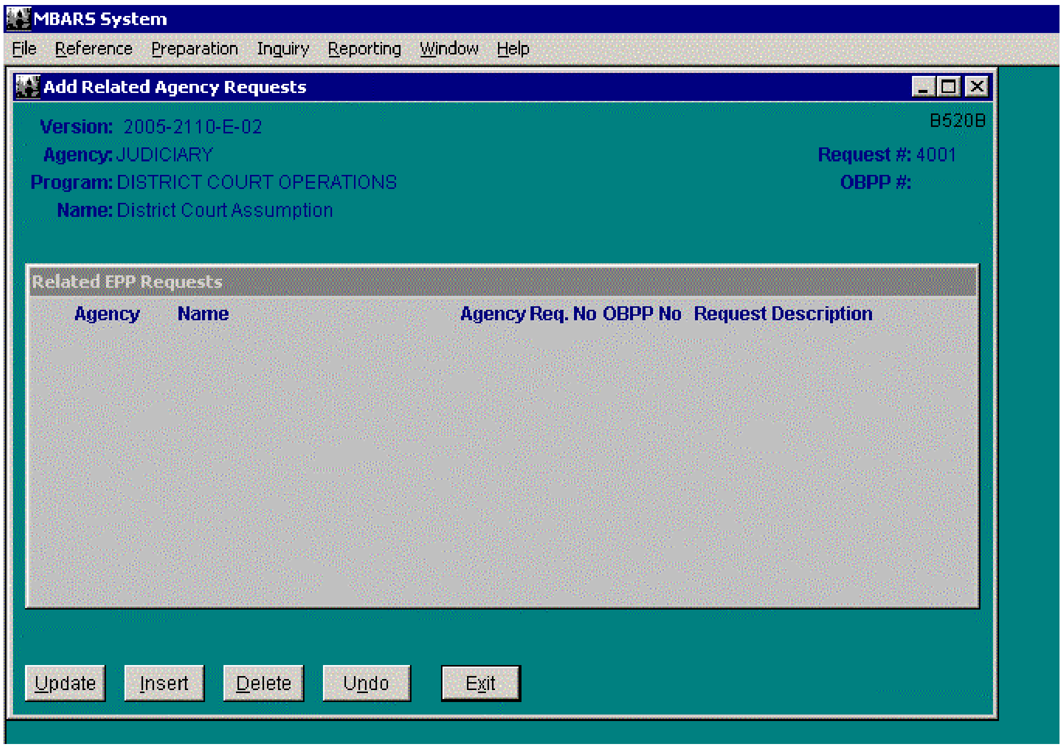
- You will notice that the agency name, agency number, program name, and program number will appear.
- **Use the TAB key or click on each field with your mouse to move between field on the screen.** Pushing the enter key is the same as clicking the update button. Use the Shift/TAB keys to return to the previous field.

  - Enter the EPP Request number.
  - Enter the Agency Priority number – this number should be UNIQUE FOR THE AGENCY . This number can be entered now or later.
  - Enter the Request Date. (MBARS will format)
  - Enter the Agency Contact and telephone number.
  - Enter the EPP Request Name – this name should be UNIQUE FOR THE PROGRAM. (40 character limit)
  - Indicate whether the proposal is a New Proposal or a Present Law Adjustment.
  - Select the appropriate Budget Category (Bill Number).
  - Select any appropriate special considerations (generally None).
  - Select the DP Category (currently the only option is 'none')
  - CLICK UPDATE to save your work.

Add Related Agency Requests

Use this panel to identify EPP items of other agencies that are related to the EPP request. If applicable:

- Click on the ADD button in the lower right hand corner of the EPP Request Details screen if there is a related agency for the request. The Add Related Agency Request screen will appear.
- Click on the Insert button at the bottom of the screen.

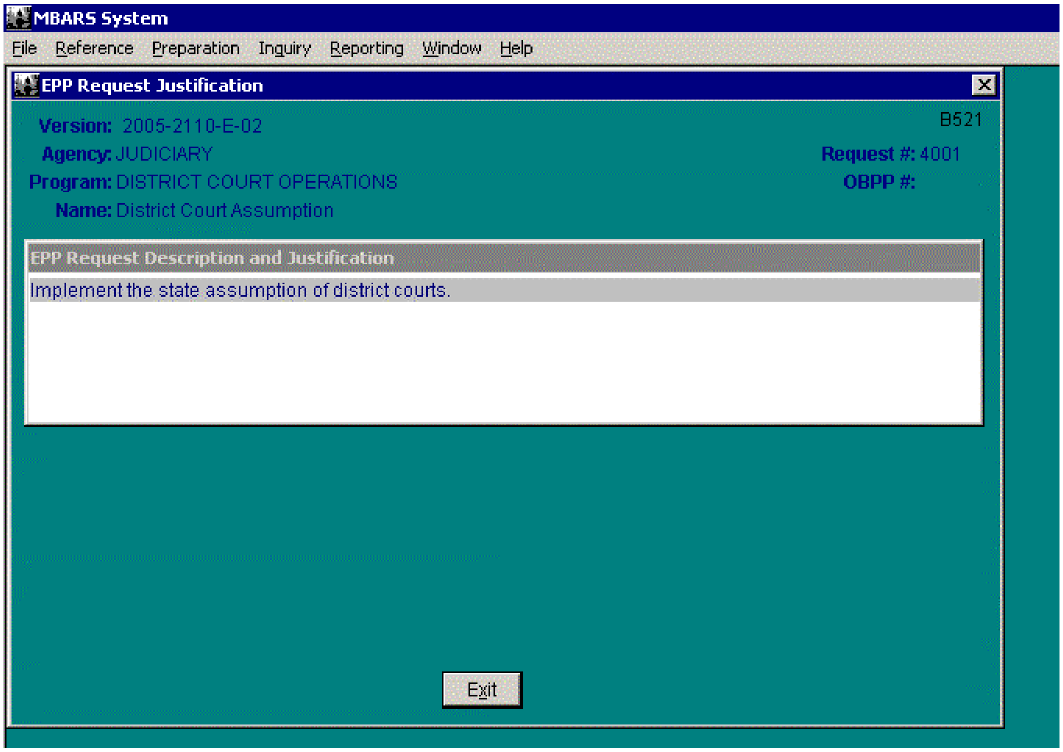


- Select the appropriate agency from the drop down list.
- Select the appropriate agency EPP number from the drop down list.
- You may use the Insert button at the bottom of the screen to add as many agencies as needed.
- CLICK UPDATE to save your work.
- Click Exit to return to the EPP Request details screen.

The EPP Request Justification Screen

This screen captures narrative to justify and describe the EPP Request.

- Click on the Justification button at the bottom of the EPP Request Details screen. The EPP Request Justification screen will be activated.



- Double click in the narrative box to bring up the expanded text box.
  - ✓ The EPP Request Description and Justification box will be copied forward for use in describing the Decision Package for approved and pending items.
  - ✓ When you see an expanded text box, there will be spell check, copy and past buttons in the upper right hand corner of the screen. Use the spell check button on the narrative box to spell check its contents. Use the copy and paste buttons to retrieve text already prepared elsewhere or use the right mouse button. **Bullet points, indentation, italic and bold are not functional in the narrative boxes.**
  - ✓ If you need a blank line between paragraphs, use the Ctrl/Enter sequence twice. The first time will advance you to the line beyond the first paragraph and the second time will create a blank line.
- CLICK UPDATE to save your work.
- Click Exit to return to the EPP Request Details screen.

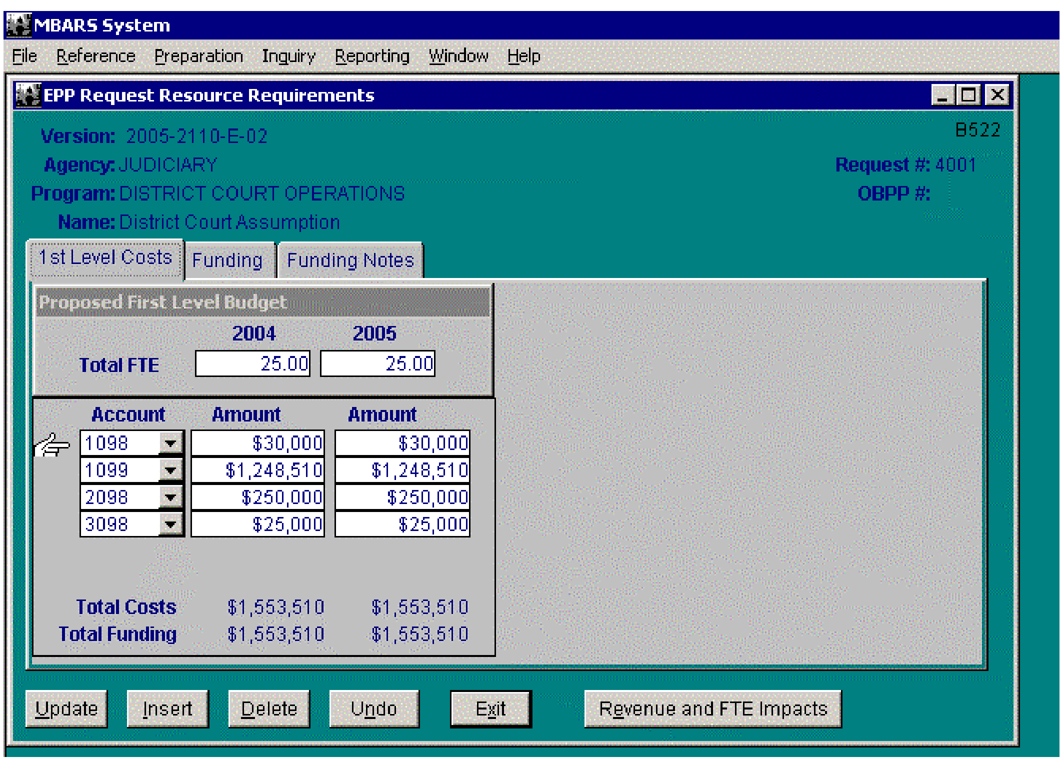
EPP Request Resources Requirements Screen

The screens capture the expenditure budget and funding for a request.

- Click on the Resources button at the bottom of the EPP Request Details screen. The EPP Request Resource Requirements screen will appear.

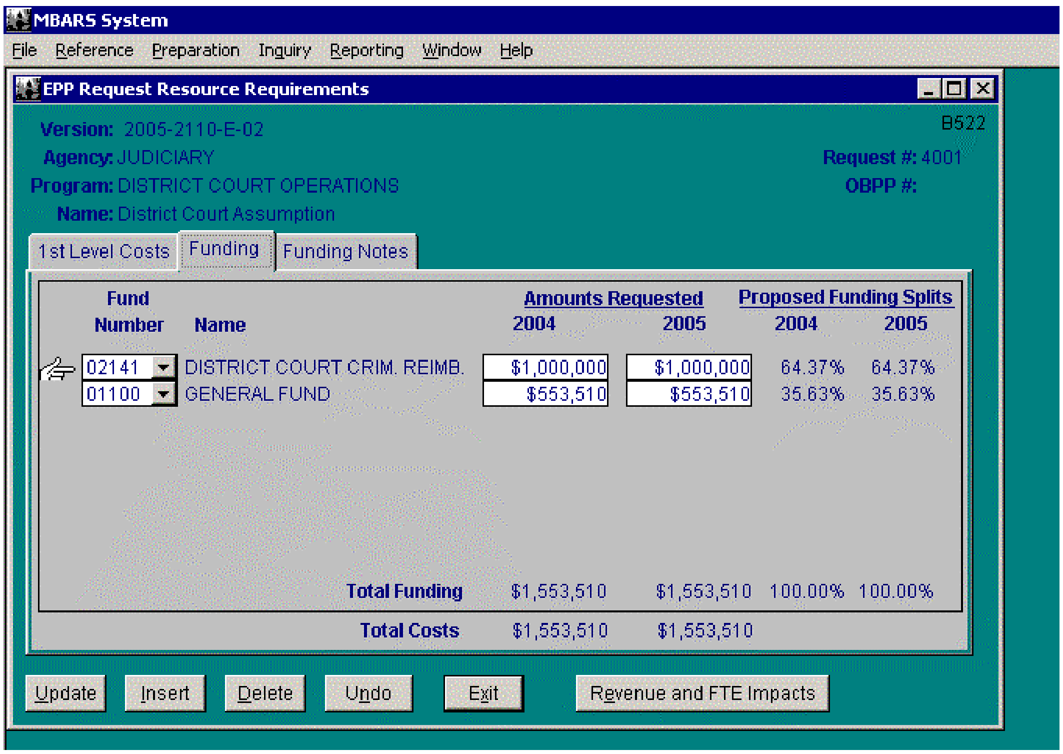
Ist Level Costs Panel

- Click on the Insert button at the bottom of the screen to insert a line of first level objects. Insert as many lines as needed to describe the request. Select the appropriate object line. The account values indicate the unallocated object for each first level account (object of expenditure) category.
  - ✓ Select an account and enter the appropriate dollar amounts for YR1 and YR 2. The system will format your entry to indicate dollars.
  - ✓ Repeat for additional accounts if needed. Total costs will be calculated by the system.
  - ✓ If FTE are being requested, the system will automatically populate account “1099” and the Total FTE Fields from the FTE Details screen. If other personal services items such as overtime, differential pay, per diem, etc. are being requested, record these costs in account “1098”.
  - ✓ When approved and pending EPP requests are copied forward into the August budget version, all accounts except “1099” will be posted into decision packages. This is because MBARS will calculate position costs into the correct accounts for FTE at that time. All other objects will be carried forward in the unallocated accounts and agencies will be required to allocate these costs out to third level accounts.



Funding Panel

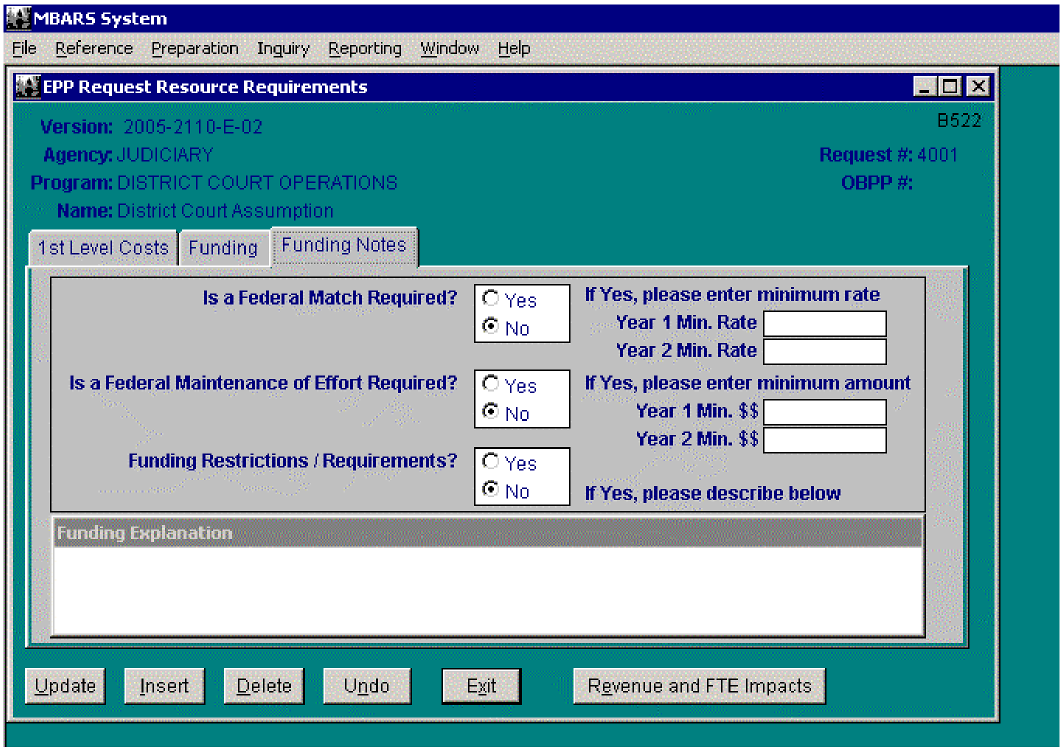
- ➢ Click on the Funding Tab. The Funding panel will become active.
- ➢ Click on the Insert button at the bottom of the screen.



- Select the appropriate fund from the drop down list. You will see the fund name appear.
- Enter the appropriate amount to be funded for each year as needed.
- CLICK UPDATE to save your work.
- The proposed funding percentages will be calculated by the system. The system will also calculate the Total Funding and Total Funding Splits. The Total Expenditure amounts are also displayed for your reference.

Funding Notes

- Click on the Funding Notes tab. The Funding Notes panel will become active.
  - ✓ This panel is provided to capture federal maintenance of effort amounts, federal minimum matching rates and or any other funding restrictions or requirements per the applicable funds.



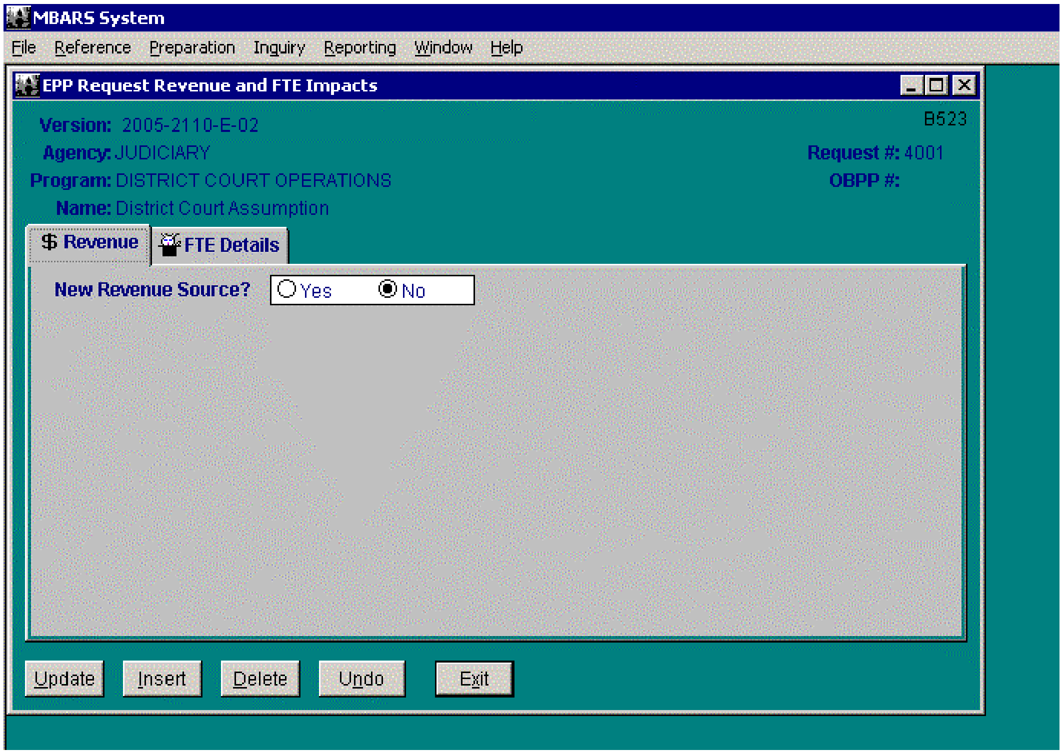
- Complete any sections of the Funding Notes panel as appropriate.
- CLICK UPDATE to save your work.

EPP Request Revenue and FTE Impacts Screen

- From any tab on the EPP Request Resource Requirements screen, click on the Revenue and FTE Impacts button at the bottom of the screen. The Revenue and FTE Impacts tabs will appear.

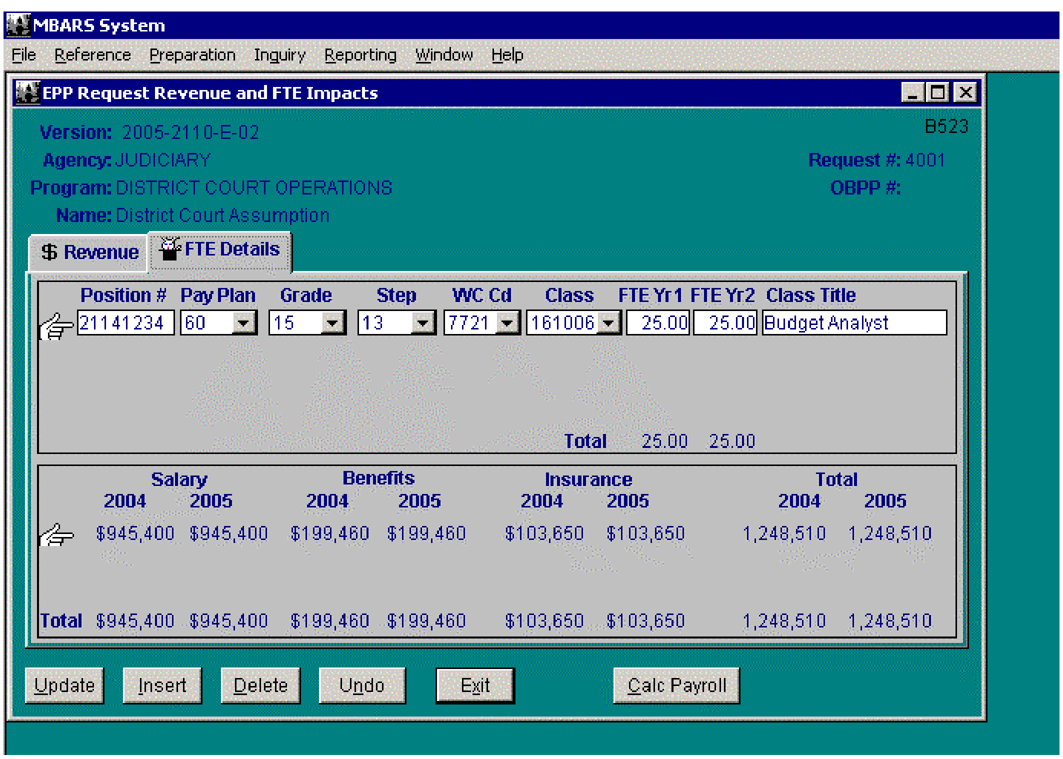
Revenue Panel

- This panel will capture information about new sources of revenue. For new sources of revenue you will be asked to identify the collecting agency, fund, revenue account codes, and the corresponding anticipated revenue amounts for YR1 and YR2. Drop down lists will be provided for valid collecting agencies, funds, and revenue accounts.
- Total revenue amounts will be calculated for both years by the system.



FTE Details Panel

- Click on the FTE Details tab. The FTE Details panel will become active.
- This screen will be used to provide the FTE summary information for any FTE requested on the First Level Costs panel. You are asked to provide a minimum of information, just enough to facilitate costing personal services amounts. FTE and dollar amounts will post to the 1st level costs screen.

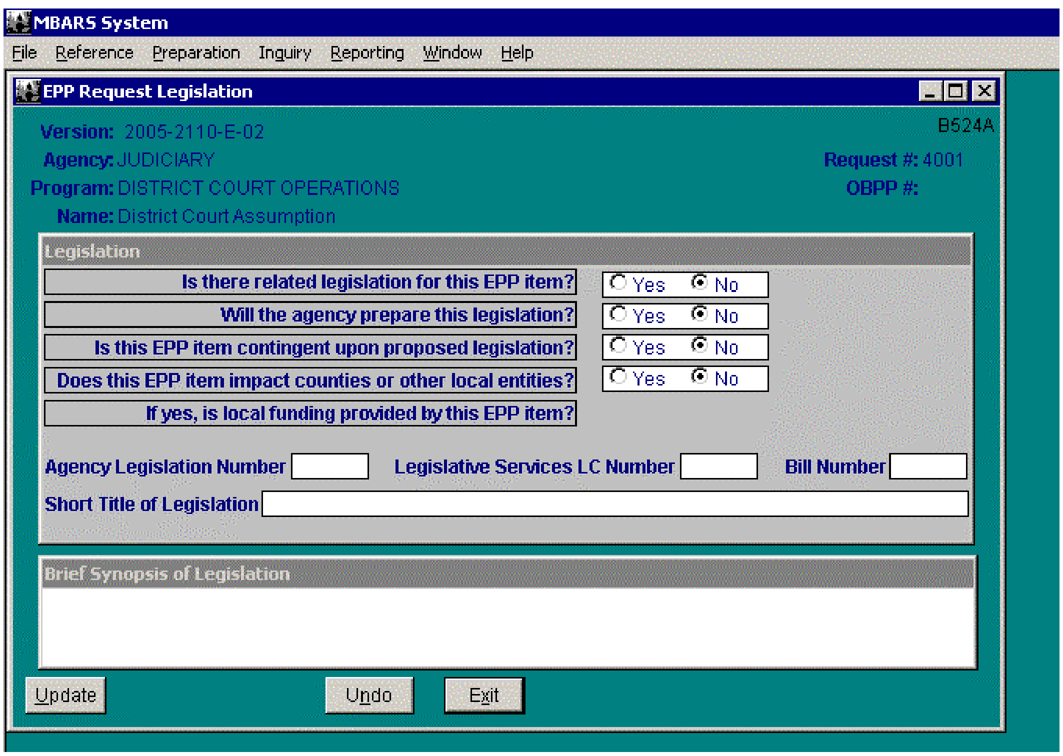


- ✓ Once the attribute details have been provided for all requested positions, you will need to click on the Calc Payroll button at the bottom of the screen. Cost will be computed per position and the total personal services costs will be provided.
- ✓ New positions are funded at entry with VERY few exceptions. For pay plan 20, multiple “steps” are available to simulate entry for a pay range within each pay band (grade). Documentation will be required to justify the pay selection for these positions.
- ✓ CLICK UPDATE to save your work.
- ✓ Click on the Exit button at the bottom of the screen. The EPP Request Details screen will appear.

EPP Request Legislation Screen

This screen is intended to “connect” EPP items with an agency’s proposed legislation.

- ➢ Click on the Legislation button at the bottom of the screen. The EPP Request Legislation screen will appear.



- Select the appropriate radio buttons for the listed questions.
- Fill in the remaining fields as necessary. Obviously, an LC number or Bill Number will not be available and need not be completed.
- CLICK UPDATE to save your work.
- Click Exit to return to the EPP Request Details screen.
- Click Exit again to return to the EPP Request list to create a new EPP item or edit an existing item.

Office of Budget and Program Planning Details Screen

- This screen will be used exclusively by the OBPP.

Submitting Your EPP Request

- Once you have completed your EPP package and are ready to submit:

  - ✓ Go to Preparation/Capital Projects and EPP/Budget Control Checklist
  - ✓ Mark the Box "complete". The box will stay "complete" if all requests have an agency priority assigned and expenditures equal funding. If either of these conditions isn't met, the box will not stay "complete". Note: If the box is marked "complete" and subsequently there are any changes made to the EPP package, the box will revert to "not complete" and will have to be re-marked.
  - ✓ Go to the version control screen and click on the submit EPP button.
  - ✓ Send an e-mail to your Executive Budget Analyst with a copy to Jeanne Nevins notifying OBPP that your request has been submitted.

Resources Available

- There are several resource available if you need help with MBARS

  - ✓ MBARS Helpdesk (x2000 – press 3, then press 4)
  - ✓ Your Executive Budget Analyst, OBPP
  - ✓ Amy Sassano, OBPP, x0619
  - ✓ User Guides on the Internet: http://state.mt.us/isd/css/sabhrs/mbars/guides/mb_guides.asp